



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

BUILDING GROUNDS COORDINATOR

Job Number: 21000225

Job Code: 96250V120316

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 03/16/2012

Job Revised:

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates and oversees activities related to an agency's physical plant and grounds. Serves as liaison to the Finance and Administration Cabinet and/or outside resources to ensure building and grounds are properly maintained, repaired, secured and in compliance with safety requirements. Supervises office support staff performing functions related to administration, maintenance and security. Provides technical assistance in the interpretation of policies and procedures to line operations personnel; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Bachelor's degree from a college or university.

EXPERIENCE:

Must have four years of experience with building and grounds maintenance; and/or administrative experience related to physical plant operations.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in building and/or grounds maintenance or administrative experience related to physical plant operations will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Liaison with appropriate authority/resources for various services related to building and grounds maintenance and repair, such as plumbing, security, electrical, grounds crews. May supervise staff performing functions related to administrative, maintenance and security. Coordinates space planning. Coordinates inventory control. Oversees safety and health programs for building and personnel. Ensures compliance with Finance Cabinet regulations, KYOSH and OSHA requirements. Supervises and/or coordinates the work of staff who perform administrative or maintenance support functions. Determines program or project implications, options available, and fiscal impact. Serves as liaison with management to facilitate the administration of policies and procedures related to physical plant. Writes instructional material and develops forms for the implementation or revision of specific policies and procedures. Corresponds with local, state and federal personnel on matters relative to specific programs. Reviews and maintains technical and statistical reports.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.